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## **REGULAR CITY COUNCIL MEETING**

January 9, 2018- 7:00 pm at City Hall, 100 W Halsey St., Halsey, OR

**Meeting called to order at 6:59 pm**

### **ROLL CALL**

**Present:** Mayor Marjean Cline, Councilor Eric Harless, Councilor Greg Chamberlain, Councilor Rella Johnson, Councilor Jennifer Johnson

**Absent:** City Council President Lee Skinner, Councilor Jerry Gillson

**Staff Present:** City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Lead Utility Worker Andy Ridinger, Municipal Clerk Martha Chamberlain, Librarian TJ Gillson

**Guests:** Les Cline, Norma Hoover, Thomas Sullivan, Jordan Parrish, Kevin Sullivan, Anne Sunday

### **CONSENT AGENDA**

The purpose of a consent agenda is to approve routine items in a single motion. Any councilor may request to remove an item that they wish to discuss and act upon outside of the consent agenda. If no request is made, Council may approve all the items on the consent agenda with a single motion.

1. Council Minutes-December 12, 2017
2. Financial Reports & Journal Entries-December 2017

**Move to:** recommend that the Governing Body of Halsey approve the business items in the consent agenda with corrections.

**Motion by:** Councilor Eric Harless, seconded by Councilor Rella Johnson

Councilor Harless requested a correction be made to the December 12, 2017 Council Minutes. He was incorrectly listed as making a motion for the Central Linn Community Foundation Donation. The minutes should reflect Councilor Chamberlain making the motion.

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### **AGENDA ADJUSTMENTS**

City Administrator Hilary Norton requested that item I.1. be moved to Delegations.

## **DELEGATIONS**

### Alyrica Update-Thomas Sullivan

A map displaying the progress of fiber installation in Halsey was presented to Council. About thirty customers are now connected to the service, with a goal of 200 installations by the end of March. Installation of fiber to new areas will resume in April.

Mr. Sullivan stated that Alyrica is considering purchasing property located at 1<sup>st</sup> & K Street to open a business location in Halsey.

-A question was asked about the estimated time frame for running fiber under OR-99. Alyrica is working with ODOT on permits, and expects the process to take approximately six months.

### Linn County Sheriff's Office-Sergeant Klein

In the month of December 72 hours were spent in Halsey, 10.5 of which were spent in traffic. There were ten warnings, three citations, one arrest, and a total of 36 complaints/incidents investigated.

In response to last month's request from Council, the school zone on American Drive is now on focus patrol. Focus patrol was also requested on East 1<sup>st</sup> Street, between 2 and 3 pm.

The Linn County Road Department is considering assigning the duty of truck inspections to the Linn County Sheriff's Office. Currently the inspections are conducted by the Oregon State Police.

## **CITIZEN COMMENTS (Non-Agenda Items)**

There were no citizen comments.

## **REPORTS TO COUNCIL**

### Administrator Hilary Norton

The Library and City Hall are currently hosting the Photographic Studies of Thompson's Mill Exhibit, a collection of work by several local photographers. An artist reception will be held on January 12<sup>th</sup> from 4-5 pm at City Hall and from 4-7pm at the Library.

In the December meeting, Council set dates for two work sessions. Possible Ordinance updates will be discussed on Friday, January 19<sup>th</sup> at 6:30 pm, and Council will meet with Brennan Burbank from ODOT to discuss the Highway 99 Project on Monday, January 29<sup>th</sup> at 6:30 pm.

Council was asked in December to complete a survey regarding the Holiday Party. Survey results indicated a preference for a barbecue or traditional catered meal, held in the Community Center. Discussion of a date for the 2018 Holiday Party was tabled for a future meeting.

### Public Works Department-Lead Utility Worker Andy Ridinger

Continued research is being conducted on improving water taste in response to the goal set by Council. Dan Vague, a circuit rider for Oregon Health Authority, met with staff in December to discuss the issue. He suggested some changes in operation of the filtration system, which were implemented. Council was asked to conduct a water taste test in their homes to determine if an improvement in taste is detected.

-A question was asked about how the adjustments to the filtration system could affect the corrosive nature of the water. Public Works will contact the water testing service to inquire about testing.

Public Works responded to a complaint of a sewer blockage at a residence. The blockage was cleared.

Cells two and three at the lagoons were lined with gravel to prevent further erosion of the banks.

A circuit panel at the lagoon effluent building was replaced, and Blue Heron pump #2 was taken in for repair.

-A question was asked about the pumps in the Blue Heron storm drain system requiring repeated repairs. The system was installed as a two pump system, which causes the pumps to run more frequently, which in turn requires more maintenance. A three pump system would be ideal, but is a costly upgrade.

#### Library-Librarian TJ Gillson

The threshold count was down in December, but comparable to 2016 numbers.

A report from the State shows that in accordance to it's size, Halsey's Library had a very successful attendance for the 2017 Summer Reading Program.

#### **OLD BUSINESS**

##### Central Linn Community Foundation

In the December meeting, Council asked if additional funds could be donated to the Central Linn Community Foundation in the 2017-2018 fiscal year. Administrator Norton researched budgeting rules and determined that it would be allowable to make an additional donation.

Councilor Rella Johnson recused herself from the discussion, as she is a board member for the Central Linn Community Foundation. A vote to approve an additional donation will be taken at a later date when a quorum is present.

#### **NEW BUSINESS**

##### Linn County Ballot Drop Site

Interest has been expressed in having City Hall serve as an official ballot drop site. Administrator Norton reached out to the Linn County Clerk and found that the City is able to meet the requirements for becoming an official ballot drop site. Discussion followed.

**Move to:** recommend that the Governing Body of the City of Halsey sign the agreement and meet the requirements to become an "Official Ballot Drop Site" of Linn County.

**Motion by:** Councilor Jennifer Johnson, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

##### Appoint Budget Officer

Council was asked to appoint a Budget Officer for the 2018-19 Fiscal Year Budget cycle.

**Move to:** recommend that the Governing Body of the City of Halsey appoint and designate the City Administrator to be the budget officer for the Fiscal Year 2018-19

**Motion by:** Councilor Jennifer Johnson, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### Adopt Fiscal Year 2018-19 Budget Calendar

Council was asked to approve the FY 2018-19 Budget Calendar

**Move to:** recommend that the Governing Body of the City of Halsey approve the Budget Calendar for the 2018-19 Fiscal Year as submitted.

**Motion by:** Councilor Jennifer Johnson, seconded by Councilor Eric Harless

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### Donations to Community Partners

Currently, there is no formal process to request donations from the City. Administrator Norton asked for Council's direction in deciding how to proceed with future donations. Discussion followed. Council reached a consensus to require an ask letter from anyone requesting a donation, as well as setting a maximum donation amount per organization.

#### **ORDINANCES & RESOLUTIONS**

Mayor Cline asked Council's permission to read the resolution by title only, which was granted.

RES-2018-637 – A Resolution Updating the Employee Handbook for the City of Halsey and Amending Resolution No. 2017-636

**Move to:** recommend that the Governing Body of the City of Halsey adopt Resolution 2018-637; A Resolution Updating and Adopting the Employee Handbook for the City of Halsey and Amending Resolution No. 2017-636.

**Motion by:** Councilor Jennifer Johnson, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### **ADJOURNMENT**

Meeting adjourned at 8:06 pm

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Mayor Marjean Cline

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Assistant City Recorder Larissa Gangle